



## Committee Members

VaNessa Duplessie, Chair • Ron Schmitt, Vice-Chair  
Bill Rickard • Carl Weimer • Art Coulombe  
Andrew Martonick • Tim Sweeney • Grant Jensen  
Dave Knoelke • Corey Herrick • Jody Morehouse



## Washington State Citizens Committee on Pipeline Safety

Meeting Minutes  
Telephone Conference Call  
August 19, 2010  
10:00 am – 11:00 am

### Present members:

VaNessa Duplessie, Chair  
Bill Rickard  
Tim Sweeney  
Corey Herrick  
Jody Morehouse

### Absent members:

Ron Schmitt, Vice-Chair  
Art Coulombe  
Carl Weimer  
Dave Knoelke  
Grant Jensen

### Other attendees:

Jim Fernald, UTC Pipeline Safety Program  
Marina Woodard, UTC Pipeline Safety Program  
Gaylee Kilpatrick, Dept. of Ecology

### Agenda Items:

#### I) Welcoming Participants and Calling the Meeting to order

The meeting was brought to order by VaNessa Duplessie who welcomed all attendees. All participants introduced themselves. VaNessa described the agenda and the conference call process as a reminder to all participants.

Due to the fact that only three voting members were present, a quorum was not established for this meeting. As a result, attending members determined the conference call discussion would be limited to topics provided in the agenda. All items in the agenda will be voted and approved at the November 10<sup>th</sup> meeting.

#### II) Adoption of June 10, 2010 Meeting Minutes

In regards to item #3, Updated on the Land Use Near Pipelines Grant with the AWC (third bullet), Tim suggested adding the website address that refers to the powerpoint presentation. Marina will add the website address and the revised draft minutes will be sent out to members.

Within item #4, last paragraph, SEPA Checklist Guidance Document, Tim asked if the revised draft language was emailed to members for review following the June 10<sup>th</sup> meeting. VaNessa will email members the draft document received from Bill for their review and comment.

#### III) 2010-2011 CCOPS Draft Workplan

Bob Archey updated the draft workplan in response to the committee's discussion during the June 10<sup>th</sup> meeting.

The following items were discussed and edits suggested:

- Community & Committee Education & Involvement

Washington Pipeline Safety Conference

Tim suggested removing the second paragraph pertaining to the WUCC conference in Tacoma on Sept 15 & 16, 2010.

VaNessa believes this conference has been canceled, however, she will verify with Carl Weimer. VaNessa will remove this paragraph.

In view of the lack of member response to the WUCC conference discussion and attendance for this teleconference meeting, Tim questioned whether members were receiving email notifications. He asked if members had responded to the meeting notice to confirm whether they would be attending. In addition, he asked if there was a way to verify whether members are receiving e-mails from the pipeline safety program and CCOPS members. Jim will contact members to verify the receipt of emails.

#### Face-To-Face Interaction with Local Government

Jody Morehouse asked if Art's template (presentation) was distributed to members. Marina confirmed that she sent the presentation to Bob Archey for his use. Marina believed that Bob would use the information to create a template for member distribution. VaNessa will contact Bob to check on the status of the template. Art's presentation is posted on CCOPS website.

#### Orientation and Training of CCOPS members with special emphasis on new members

VaNessa will work with Ron to develop draft information pertaining to committee expectations.

- **Committee Policy Initiatives**

- Review of the Small Gas Pipeline Study

- Jody questioned what this study is all about? Tim gave a brief background of the small gas pipeline study which included recommendations from a consultant to pipeline safety staff. The study involved both master meter system and other small system that may not meet a master meter definition.

#### IV) **2008-2009 CCOPS Draft Annual Report**

The following items were discussed and edits suggested:

- Under "Committee Structure & Process,"
  - VaNessa needs a listing of the 2008-2009 sub-committees.
- Under "Meeting,"
  - VaNessa needs a listing of accomplishments. She will add receipt of the AWC grant and participation in Disaster Prevention group. Jody suggested spelling out the AWC to read, "Association of Washington Cities."
  - On the top of page 2, Marina suggested to take out the word "tour," in view of the fact that the committee did not participate in any tours during this time period.
- Under "Formal Presentation,"
  - Identify the presenter's organization or affiliation.

#### V) **Public Comments and Other Business**

- No public comments were provided.
- Marina requested to have VaNessa send her the edited version of the draft workplan and annual report. Marina will distribute both documents to members for their review prior to the next meeting. VaNessa agreed.
- The next meeting will be held on November 10, 2010 at the WA State Investment Board, Olympia, WA.

#### **Adjourn**

The meeting adjourned at 10:44 am.